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KNOW YOUR RIGHTS

Message from the Administrator

After considering all options a decision was made to detain you in the Juvenile Court Detention Center. Therefore our agency must responsibly work with you to keep you safe while you are here. We are dedicated to your success and expect you to commit yourself to the programs and education that we provide. This booklet will introduce you to the programs and expectations of our agency.

Should you have any questions, feel free to ask staff. Remember, if you stay focused and work hard, you will definitely achieve your goals.

Administrator Rick Powell

Speak Up for Yourself

Know your legal rights in Detention.

You may think that because you are in custody in Detention you don't have rights.

But you do have rights!

This book tells you about your legal rights and about the responsibilities of the Detention Center and others to keep you safe and secure.

Remember, your voice counts.

If things are not going right for you, speak up and tell someone what you need.

PERSONAL HYGIENE

THINGS YOU NEED TO KNOW

Clothing/Property You Will Receive In Detention

- (1) Jumpsuit
- (1) Undershirt
- (1) Pair of Briefs
- (1) Bra (females only)
- (1) Pair of Socks
- (1) Pair of Shower Shoes
- (1) Pair of Tennis Shoes

-Underclothing is exchanged daily for clean underclothing

-Each detainee is showered daily

-Jumpsuits are exchanged three times weekly for clean jumpsuits

-During Admission, each detainee is issued the following:

-Clean bedding and linens
two sheets one mattress

-Linens are exchanged weekly

WHAT HAPPENS TO MY STUFF?

When you arrived at the Detention Center, your clothes and other personal belongings were sealed in a property bag and locked in a secured locker in a secured property room. They will be returned to you upon your release.

HOW DO I NEED TO DRESS?

You are required to be neat, have your jumpsuit fastened together at all times.

You must wear your shoes and socks appropriately secured. In general, your clothing is to be neat and clean. Your clothing may never be altered, meaning no tearing, cutting or writing on your clothing. You will be issued a hygiene pack that will include:

- 1 Toothbrush
- 1 Comb
- Toothpaste
- Deodorant



Questions You May Have

What are my legal rights in Detention?

What does my lawyer do?

How do I contact my lawyer?

Can I be kept in Detention before a court hearing?

Can a judge decide to keep me in Detention before I have a trial?

Can the Detention Center staff search me and go through my things?

What should I do if I was searched in a way that broke the rules?

Can my lawyer visit me in Detention?

Can my family visit me in Detention?

Can my probation officer or DCS caseworker visit me in Detention?

Can my clergy visit me in Detention?

May I use the phone to make or get calls?

May I send and receive letters?

Can staff read letters to or from my lawyer?

Can staff read my other letters?

May I see a doctor if I get sick?

May I talk with a counselor if I am sad or upset?

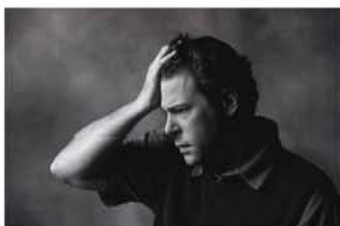
Can staff use physical force against me?

What do I do if I think staff used force against me in a way that broke the rules?

What if I have a complaint about something that happened to me in the Detention Center?

How do I file a complaint or grievance?

WHAT ARE MY LEGAL RIGHTS IN DETENTION?



You have the right to have your own lawyer.

You have a right to know what offenses you are being accused of.

You have the right to choose not to talk to police or anyone else about your charges.

You have a right to have your parents with you when the police are questioning you.

WHAT DOES MY LAWYER DO?

Your lawyer represents you. He/she does not represent the state, the prosecutor, or your parents.

Your lawyer will listen to what you want and will speak for you in court.

Your lawyer will answer your questions about your case and your rights. Everything you and your lawyer talk about is confidential. This means that your lawyer cannot tell people what you say unless you tell him/her that its ok to tell someone.

It also means that you have a right not to tell anyone what you and your lawyer talk about.

HOW DO I CONTACT MY LAWYER?

IF YOU DON'T KNOW YOUR LAWYER'S NAME, YOU CAN ASK
YOUR CASEWORKER.



Can I be kept in
Detention before a
detention hearing?

YES

But you have the right
to have a detention
hearing within 72-hours
after you get here not
counting Saturdays,
Sundays or Holidays.

Can a judge decide to keep
me in Detention before I have
a trial?

YES

The Judge can keep you in
Detention before you have a trial
if he/she finds that you probably
did the acts you are charged with,
and one of these is true.

1. You may be a danger to
your self or others;
2. You may not show up for your
court hearing if you are
allowed to leave;
3. It is not safe for you or for the
community to allow you to
return to your home.

SEARCHES



What should I do if I was searched in a way that broke the rules?

You can report this immediately to the supervisor on duty or

You can file a formal grievance on a JC-134.

You have a right to be searched in a manner that minimizes embarrassment to you.

Can the Detention Center staff search me and go through my things?

YES

"All juveniles entering the Memphis and Shelby County Juvenile Court Detention Center will have all personal property collected and inventoried. All detainees shall be searched and shall not be permitted to retain personal property of any kind on their person."

A Detention Officer may search you or your possessions to look for contraband or to protect others. You will be searched after visitation. Detention Officers will search rooms periodically with or without notice, and explain the reasons for the search with little disruption to your belongings as possible.

Can my lawyer visit me in Detention?

YES

The Detention Center must provide a private area for you and your attorney to meet.

Can my family visit me in Detention?

YES

But only your parents or legal guardians are allowed.

Can my probation officer or DCS caseworker visit me in Detention?

YES

Can my clergy visit me in Detention?

YES

Provided they have a valid picture ID and have been approved by your parent/legal guardian.

Visitation

Religious Services

You have the right to practice the religion of your choice.

You may choose not to participate in religious activities.



Telephone Calls

Your behavior will be monitored during calls.



Upon detainee's arrival at the Court, Central Detention Control will immediately notify the detainee's parents or guardian.

Detainees are afforded one (1) phone call daily while on the residential unit. Additional phone calls may be earned through positive reinforcement as determined by the Detention Services Bureau Administrator.

Detainees will only be allowed to receive calls from outside by advance arrangements between the probation counselor and the calling party with the exception of emergency calls, which will be authorized by the supervisor and supervised by the Probation Counselor for the detainee.



Mail

Can I send and receive letters?

YES

You may send and receive mail. A maximum of two (2) letters per week will be stamped for you. Letters go out and are received Monday - Friday (except holidays). All incoming mail is searched, envelopes are removed, letters are read immediately, and placed with your property.

Mail can not

have sexual

remarks or

pictures,

profanity,

gang-related

material, or

references to

delinquent

activities

example:

weapons or

drugs,

either in

the letter

or on the

envelope.

*Your Name
Street Number and Street Name
City, State, Zip Code*

*Person's Name
House Number and Street Name
Apartment Number (if applicable)
City, State, Zip Code*

This is the information you need to have on your outgoing envelope

Mail

Can staff read letters to or from my lawyer?

NO

Mail to and from attorneys is classified as Privileged Correspondence.

Privileged Correspondence is defined as: Mail between a detainee and any one of the following;

The detainee's attorney

Judges and clerks of federal, state, and local courts

The President, Vice President, and Attorney General of the
United States

Any member of the United States Congress

The Governor, Lieutenant Governor, and Attorney General of the
State of Tennessee

Ambassadors

Person's Name
Street Number and Street Name
City, State, Zip Code

Juvenile Court of Memphis and Shelby County
Detention Services Bureau
C/O (Your Name here)
616 Adams Ave.
Memphis, TN 38105

This is the information you need to have on your incoming envelope

Outgoing mail will not be censored except when specifically authorized in accordance with Detention Services Bureau Policy Procedure.

Mail cannot be received from or sent to any other institutions

(unless it is to/from your parent/guardian)

HEALTH

Emergencies will receive immediate attention.

All records are kept confidential.

Records are released only when legally authorized.



If you are here for a period to exceed 14 days, you will be provided a physical by a licensed health care professional. The information you provide the nurse or doctor will become a confidential part of your medical history. You will be afforded the right to privacy during your medical examination. A medical record about you will be set up that will help the health care staff provide care for you.

SICK CALL

May I see a doctor if I get sick?

YES

You may sign up for the sick call roster at the control booth. The Detention Officer will complete a JC-141B for you to be seen by a health care professional. The nurse will triage all routine medical requests and schedule a visit with the court doctor if needed. Routine sick call is held seven days a week between 8:00 am until 12:00 pm.

SOCIAL SERVICES



May I talk with a counselor if I am sad or upset?

YES

If you find that you really need to speak with someone, notify a staff member and they will contact your caseworker or other appropriate person to meet with you.

PHYSICAL FORCE

Can staff use physical force against me?

YES

Staff will use the minimum amount of force needed to restrain or maintain positive control of a detainee.

An employee may use the minimal amount of force necessary to:

Prevent a detainee from escaping

Protect a detainee from assault from others

Prevent self-injury

Prevent destruction of property

Protect against injury, potentially inflicted by a detainee

Prevent any serious bodily injury or loss of life

Grievance Procedure

JUVENILE COURT OF MEADOWS AND SHELBY COUNTY, TENNESSEE

JUVENILE GRIEVANCE PROCEDURE

If you have a complaint, please complete steps 1-5 below and place the completed form in the mailbox provided below. If you are unable to do so on the form, you will receive the form to complete with your complaint and you will receive your grievance will be reviewed. However, if you do not receive the form, or if you do not receive the form, you will receive the form.

1. Write down, in your own words, what you think the problem is and what you want.
2. Write why it matters?
3. When did it happen?
4. Where did it happen?
5. If you are not satisfied, what would you like to be done to resolve your complaint?

RECEIVED AND REVIEWED BY: _____

DATE: _____

TIME: _____

What if I have a complaint about something that happened to me in the Detention Center?

You should report it immediately to the shift supervisor or file a grievance, JC-134

How do I file a complaint or Grievance, JC-134?

Informal resolution Phase:

Residents may resolve differences by discussing them informally with staff; however, this is not required. Staff will be available to residents to listen to their concerns and take appropriate action to immediately resolve issues whenever possible. Residents will not receive any form of reprisal for exercising their right to express a complaint.

Formal Grievance Phase:

Grievance forms JC-134 are available on each living unit and are accessible to all detainees. Detainees will have access to grievance forms and/or writing materials and may write out a complaint at any reasonable time. Staff members will provide assistance to detainees when it is believed that a detainee will be unable to adequately complete the grievance form.



DETAINEE DISCIPLINARY PROCEDURES

All alleged violations of the Detention Services Bureau rules may result in a disciplinary hearing. If a violation is proven to have occurred at the hearing, an appropriate penalty may be imposed. All violations are handled through established policies and procedures of the Detention Services Bureau.



Minor Offenses are as follows:

- ➡ Being out of place
- ➡ Disorderly Conduct
- ➡ Failure to Follow Directives
- ➡ Failure to Maintain Living Area
- ➡ Failure to Maintain Personal Hygiene
- ➡ Possession of Gambling Paraphernalia
- ➡ Possession of a Non-Allowable Item
- ➡ Use of Profanity

Penalties For Minor Offenses

1. Written Reprimand
2. Extra duty up to four hours.
3. Loss of one of the following:
Privileges for a minimum of thirty (30) days
Special Activities
4. Room restriction up to twenty four (24) hours.

Detainee Disciplinary



Major Offenses are as follows:

Arson

Assault

Assault on Staff

Conspiracy/Attempted

Destruction/Alteration to Property

Detaining a Person Against His/Her
Will

Escape/Attempted Escape

Fighting

Gambling

Forgery or Unauthorized Reproduction

Inciting to Riot

Possession of Contraband

Insurrection

Insubordination

Intimidating or Threatening Another
with Harm

Possession of Stolen Property

Repeated Violation of One or
More Minor Offenses

Refusing to be Searched

Self-Mutilation

Sexual Misconduct

Smoking/Possession of Tobacco
Products, Including Lighters

Theft

Use of Drugs or Other Intoxicants

Unauthorized Use of Mail,
Telephone or Computer

Penalties For Major Offenses

1. Any penalty that can be assessed for a minor offense.
2. Room restriction up to five (5) days.

MEAL TIME



Meals are prepared and served cafeteria style by Juvenile Court personnel. Special menus are allowed for medical or religious reasons if approved by the Health Authority or the Court Chaplain.

EDUCATION



Once you have a detention hearing and it has been determined that you will be detained or you receive a secured bond, education will be part of your daily schedule. While you are at the Detention Center, you will be enrolled in the Memphis City Schools' HOPE Academy. Memphis City Schools personnel will research your school history and determine your school needs. You will be in school for six hours daily, Monday through Friday.

Recreation and Leisure Activities

The Detention Center has recreational programming for all detainees that include large muscle activities and structured free time that includes leisure activities.

There are a variety of activities that include both individual and team activities.



DETENTION RULES

1. No profanity, loud talking, fighting, or use of hand language.
2. No smoking.
3. Juveniles and or parents/guardians are responsible for damage to Court property.
4. Show respect to adults by using Sir and Ma'am.
5. Follow Detention Officers' instructions promptly and without question.
6. Dress properly - shoes must be on and jumpsuit neatly worn.
7. A Bible and one (1) book are permitted in your sleeping room. No other personal articles or items on your person or in your room are permitted without authorization.
8. No foods, candy or gum.....
9. Parents/guardians are promptly notified and informed of visiting hours.
10. No talking during meals.
11. Each detainee is responsible for the up keep of his/her room. The occupant of each room is responsible for any damage done to the room as well as contraband found in the room.
12. No feet on chairs or furniture.
13. No more than one detainee in the bathroom unless supervised by a Detention Officer.
14. No talking in the TV area, except as directed by Detention Officers.

Detention Rules

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Dayroom

The use of the Dayroom is a privilege.
The following behavior requires permission:

1. Talking
2. Standing and walking about
3. Going to the restroom
4. Playing games
5. Using library material



While in the Dayroom, the detainee must:

1. Sit straight in the chair assigned
2. Wear clothing and shoes properly
3. Not comb or plait hair unless approved by the Detention Officer
4. Keep your hands off others at all times
5. Do not talk about another person or about his friends and relatives
6. Do not damage or destroy property of the Court

FAILURE TO FOLLOW THE ABOVE RULES WILL RESULT IN
THE DETAINEES REMOVAL FROM THE DAYROOM